

**Bethel Housing Authority  
25 Reynolds Ridge  
Bethel, Connecticut 06801  
Wednesday April 13, 2016  
Reynolds Ridge Community Room #25  
4:00PM**

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TOWN OF BETHEL  
TOWN CLERK

Commissioner Slifkin called the meeting to order at 4:05 pm

**Roll Call:** Gail Slifkin, Chairman, Claudia Stephan, Linda Ryan,  
Beth Cavagna – Absent  
Lucille Walsh was absent from Board (resignation) but present in audience

**Present:** Mark Nolan, Stacey Olszewski, NP Rentals & Management. LLC

**Residents:** Sixteen residents signed in, along with K. Pietrorazio (Tovah)

**Public Input:** S. Nichol presented proposal to have a community garden for fresh vegetables. Discussion ensued about the proposal and it was generally agreed that this idea would be good for the community and follow up to continue.

A hand out of the Local Emergency Response Training for Bethel (& other towns) was handed out and read to all. Residents are invited to volunteer for this event on Saturday, April 30, 8 – 1:30 at the Bethel Municipal Center.

**Reynolds Ridge Residents Association:**

Materials handed out included notes of: Special Meeting with Management, Appointment of Tenant Commissioner vacancy, By-law reference to term of Tenant Commissioner, copy of the "proposed rules of the BHA".

Christine Sleight read tenant association notes of above

Jay Ofiero requested to review the two phones in the community rooms

Pot Luck dinner to take place April 18, 2016, community room #25

**Minutes:** Motion made by L. Ryan, seconded by C. Stephan to accept minutes of March 9, 2016  
Motion passed unanimously.  
motion made by L. Ryan, seconded by G. Slifkin to accept minutes of March 16, 2016  
Motion passed unanimously

**Phineas Park Management Report**

Applicant identified and interviewed for vacant 1 bedroom has taken place, paperwork in process for May 1 move in date.

**Reynolds Ridge Management Report**

NP Rentals summarized and reviewed the following:

- NP Rentals Tenants meeting to take place April 28, 2016, Open to all residents, Community Room #25, 10 AM
- Cleaning and re-organizing of all Maintenance rooms and storage sheds has been completed
- New Lease of E- 166 still in progress
- Resident Service Coordinator Grant has been cut back by the state – BVNA one time per month
- DOH, Management Oversight Audit findings letter has been received and follow up to take place
- Reynolds Ridge Community Rules and policies still in progress – HUD compliance to be included; will be applied to all residents
- Community Room usage to include Liability Insurance if alcohol is included
- Wait List closed for Reynolds Ridge with 144 applications for E-133 and 89 for E-166
- Two units vacant: Unit #30 and #71

- Mark provided an answering service tutorial for leaving messages to tenant's present
- Proposed plan for new rear walk paths was provided and shared, included with CDBG grant 2016, plan will include "designated smoking areas", garden areas, open space
- CDBG 2016 Grant application submitted on April 11, 2016 – 2 – 4-month review process
- CDBG 2015 Grant looking for update on bidding from Town and consultant, reference made that the grant has administrative costs and the total outcome of improvements will depend on bidding.
- Discussion about the bushes in front of the windows ensued and the idea of creating a temporary planting area while work is in process
- Proposal for new exterior benches was present and materials distributed: discussion ensued:

Motion by L. Ryan, seconded by C. Stephan to authorize the purchase 6 exterior benches, style "Cassidy, Black, 6 feet" from Barco Products. Motion passed unanimously.

- Proposal for a new DVD player for the Community Room was offered: discussion ensued.

Motion by L. Ryan, seconded by C. Stephan to authorize the purchase a DVD player for the community room. Motion pass unanimously.

Treasures Report: NP Rentals supplied

- Profit and Loss Reports and Balance Sheet for January – March were supplied for E-133, E-166
- Profit and Loss and Balance Sheet for Phineas Park
- NP Rentals reports that no transfers from reserves has taken place and all balances remain the same with interest being credited accordingly,
- Authorization to communicate with Bank of America was given to NP Rentals to clarify two different accounts and to merge / close them accordingly.
- Commissioner Ryan will review bank statement at Board meeting

Motion by L. Ryan, seconded by G. Slifkin to place reports on file, Motion passed unanimously

### **Old Business**

NP Rentals indicated that a review to improve efficiency and costs is taking place with:

- Website / email – not able to handle capacity efficiently and Web company to review
- Testing for fire alarms, emergency lighting, smoke detector, & call for aid is being reviewed by management between two existing contractors
- Laundry room equipment concerns have been discussed with vendor and new proposal is being developed which may result in increased pricing

### **New Business**

- Resignation of Tenant Commissioner Lucille Walsh was acknowledged and a note of appreciation was made for her efforts and volunteerism with all the work with the Bethel Housing Authority,
- Resignation of Commissioner Tim Bebble was acknowledged and a note of appreciation was made for his leadership and work with the Bethel Housing Authority.
- Reynolds Ridge Residents Association submitted a letter to First Selectman M. Knickerbocker for the interim appointment of Resident Diane Stevenson to complete the term of Resident Commissioner.

Motion to Adjourn by L. Ryan, Second C. Stephan: Meeting Adjourned

Adjournment

**Mark J. Nolan**

Prepared by Mark Nolan